

ORDER

DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

1110.97

6/18/84

AIR TRAFFIC CONTROL SPECIALIST HEALTH INFORMATION SYSTEM EXECUTIVE
SUBJ: STEERING COMMITTEE

1. PURPOSE. This order prescribes the composition and functions of the Air Traffic Control Specialist (ATCS) Health Information System (HIS) Executive Steering Committee.
2. DISTRIBUTION. This order is distributed to the division level in Washington, regions, centers.
3. BACKGROUND. On February 1, 1982, the ATCS HIS became operational. HIS is an integrated real-time information system containing a wide variety of data for assessing the dynamics of the ATCS Health Program. The system operates on an upgraded main frame host computer with all system software and data base residing in IBM 3081, located at the Aeronautical Center using a commercially-available data base management system. HIS possesses full privacy and security protection features and was designed to be internally flexible, in terms of the scope and depth of its storage and ability to handle new classes of information.
4. COMPOSITION. The HIS Executive Steering Committee is composed of representatives from the Office of Aviation Medicine, Air Traffic Service, the Aviation Safety Analysis System Program Manager, Office of Personnel and Training, Aeromedical Certification Branch, Civil Aeromedical Institute, Regional Flight Surgeons, and Air Route Traffic Control Center (ARTCC) Flight Surgeons. The chairperson shall be selected by the Federal Air Surgeon for a 1-year term.
5. FUNCTIONS. The Committee:
 - a. Serves as an advisory body to the Federal Air Surgeon on matters relating to HIS and subsequent coordination with the Aviation Safety Analysis System (ASAS) Program Manager.
 - b. Determines Aviation Medicine reporting requirements to meet the needs of both the headquarters and field.
 - c. Determines system enhancements or modifications including data additions or deletions, code systems, and other specialized system requirements.
 - d. Determines needs for potential expansion of the system to include direct input and data retrieval at the ARTCC's medical offices and possibly by Aviation Medical Examiners.

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6/18/84

e. Determines requirements, guidelines, and responsibilities for quality control as well as for data retrieval requests and release.

f. Develops a system evaluation plan and conducts periodic system evaluations.

6. OPERATING INSTRUCTIONS.

a. Members shall meet at the call of the chairperson.

b. The chairperson shall be responsible for the following:

(1) Presiding over all meetings.

(2) Providing written notice of all meetings to all committee members in advance of meetings.

(3) Keeping complete and accurate minutes of all meetings and distributing copies to all committee members.

(4) Coordinating requirements for unscheduled meetings with appropriate levels of management for approval and notification of committee members.

(5) Developing and distributing agenda items for meetings to committee members in advance of meetings.

(6) Appointing an acting committee chairperson to serve during temporary absence.

(7) Publishing and disseminating technical papers of committee members.

c. Committee recommendations shall be referred by the Federal Air Surgeon to the ASAS Program Manager.

7. MEETINGS. Meetings shall be held at least twice a year under sponsorship of Washington Headquarters or the FAA region in which held.



H. L. Reighard, M.D.
Federal Air Surgeon

